



DONALD H. BLEVINS
Chief Probation Officer

COUNTY OF LOS ANGELES PROBATION DEPARTMENT

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ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

#58 JUNE 9, 2010

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

June 09, 2010

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

AUTHORIZATION TO EXTEND CLERICAL SERVICES AT AREA OFFICES FOR THE PROBATION DEPARTMENT

(3 VOTES, ALL SUPERVISORIAL DISTRICTS)

SUBJECT

The Probation Department (Probation) is requesting that your Board authorize the Chief Probation Officer to extend the contract for clerical services to field area offices for the Probation Department.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Delegate authority to the Chief Probation Officer to prepare and execute, after review and approval by County Counsel, a modification to the contract with SelectStaffing to extend the current contract on a month to month basis for up to six months in the estimated amount of \$499,200 effective July 1, 2010 through December 31, 2010. This contract cost is included in the FY 2010-11 Proposed Budget.
2. Delegate authority to the Chief Probation Officer to execute modifications to the contract not exceeding ten percent (10%) of the total contract cost and/or one hundred eighty (180) days to the period of performance pursuant to the terms contained therein, upon approval as to form by County Counsel.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended actions is to authorize the Chief Probation Officer to extend the current contract for clerical services to area offices on a month to month basis for the period of July

1, 2010 up to December 31, 2010. This contract, which expires on June 30, 2010, provides clerical services for the Probation Department area offices. The Department conducted a competitive bid process for these services and is currently pending contract award awaiting completion of the solicitation process. The proposed extension will continue the current services and would avoid a break in service.

Implementation of Strategic Plan Goals

The recommended Board actions are consistent with the Countywide Strategic Plan Goal #1 Operational Effectiveness. Implementation of the recommendations will enable the Probation Department to continue to receive high quality, efficient long term temporary clerical services.

FISCAL IMPACT/FINANCING

The estimated cost for this contract modification is \$499,200 for the period of July 1, 2010 through December 31, 2010. Because the actual number of hours that will be provided by the long term clerks cannot be projected with certainty given Departmental needs and the location of where the services are actually to be provided, the actual cost may be more or less than estimated. These costs are included in the FY 2010-2011 Proposed Budget. The contract includes provisions for non-appropriation of funds and budget reductions.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The scope of work for this contract includes providing clerical services at up to twenty-nine (29) area offices.

On July 24, 2009, Probation released a Request for Proposals (RFP) for these services. Probation is currently in the solicitation process for this RFP and cannot make a contract recommendation until this process is completed. The proposed contract extension allows time to adhere to the solicitation process and will avoid a break in services.

Since 1987, Probation has contracted for clerical services at Field Area Offices. Probation has a need to continue utilizing these services at its designated work locations.

The contract is authorized by the Los Angeles County Charter 44.7 and Los Angeles County Code Chapter 2.121 (Proposition A). The extended contract shall continue to provide all services at less cost than County cost.

The Department evaluated and determined that the Living Wage applies to the contract. Consequently, the contract includes compliance with the requirements for the County's Living Wage Program (Los Angeles County Code, Chapter, 2.201).

In accordance with the Department of Human Resources memorandum dated November 16, 1995, the contract has been reviewed in regard to the provisions for hiring displaced County employees. The contractor agrees to give first consideration to hire permanent County employees targeted for layoff, or qualified former County employees who are on a re-employment list after the effective date of the contract and during the life of the contract.

In accordance with the Chief Executive Office memorandum dated October 6, 1997, this contract contains County requirements regarding the hiring of participants in the GAIN/GROW program.

The contract includes all County requirements, including, non-responsibility and debarment, child support compliance, Safely Surrendered Baby Law, and the provisions of paid jury service time for their employees.

In accordance with the Chief Administrative Office memorandum dated July 19, 2002, the proposed contractor has registered on WebVen.

Probation will not request the contractor to perform services that exceed the Board approved contract amount, scope of work, and/or contract term.

County Counsel has approved the contract as to form.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will allow Probation to continue to receive the current level of services pending the outcome of the solicitation process.

Respectfully submitted,

A handwritten signature in blue ink, reading "Donald H. Blevins". The signature is fluid and cursive, with the first name "Donald" being the most prominent.

DONALD H. BLEVINS
Chief Probation Officer

DHB:TH:CK

c: Executive Officer, Board of Supervisors
Chief Executive Officer
County Counsel